

TITLE, SERIES, GRADE: Administrative Services Specialist, GS-301-09

SALARY RANGE: \$43,623.00 - \$56,706.00 (Includes Locality Pay)

TYPE OF APPOINTMENT: Permanent, Full-time

PROMOTION POTENTIAL: GS-09

VACANCY ANNOUNCEMENT NUMBER: 05-DE-02

OPENING DATE: June 22, 2005 **CLOSING DATE:** July 7, 2005

DUTY LOCATION(S): United States Attorney's Office, Wilmington, Delaware

NUMBER OF VACANCIES: One (1) Position

CONTACT: Judith Mraz

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Send your application package to: U.S. Attorney's Office, District of Delaware, 1007 Orange Street, Suite 700, P.O. Box 2046, Wilmington, DE 19899-2046

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: Any U.S. Citizen, including well-qualified surplus and displaced Federal employees (CTAP and ICTAP) in the local commuting area.

DUTIES: As Administrative Services Specialist for the Administrative Division, the incumbent serves in the following functional areas: (1) **Procurement:** Incumbent manages, performs and analyzes work involving the acquisition of office furniture, equipment, and supplies for the District; and negotiates and administers contracts. (2) **Financial Management:** Incumbent assists in the execution of the District budget and is responsible for the sub-certification of all district expense vouchers. (3) **Human Resources:** Incumbent assists in the areas of recruitment, pre-employment security, employee benefits, and processing personnel actions. In addition, the incumbent analyzes support services needs and researches, resolves problems and issues and exchanges information with district managers, supervisors, and staff, subject-matter experts in EOUSA, vendors, contractors, private businesses, and the general public. Utilizes various office automation systems, including the automated procurement system. Performs other duties as assigned.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS -

Required levels of experience/education are based on the OPM Qualification Standards Handbook, Group Coverage Qualifications Standard for Administrative and Management Positions. To qualify at the GS-09 level, candidates must have one (1) year of specialized experience equivalent to at least the GS-7 grade level. Specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

- A) Knowledge of the principles, practices, regulations and procedures related to procurement (acquisition), financial management and human resources.
- B) Knowledge of the administrative program requirements for support services.
- C) Ability to communicate effectively orally and in writing
- D) Knowledge of the capabilities and functions of one or more types of contemporary office automation, information management and communication hardware and software.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY -

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may be required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin,

politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.